MEMORANDUM

July 18, 2013

TO: Education Committee

FROM: Essie McGuire, Senior Legislative Analyst

SUBJECT: **Discussion – Board of Education Policies Regarding Facility Improvements that are not Funded with Montgomery County Revenues and School Related Fund-Raising**

Today the Education Committee will have a discussion with members of the Board of Education about Board policies and Montgomery County Public Schools (MCPS) practices regarding facility improvements and school activities that are funded with private donations rather than Montgomery County revenues. The following individuals are expected to participate in this discussion:

- Patricia O'Neill, Member, Board of Education, and Chair, Policy Committee
- Rebecca Smondrowski, Member, Board of Education, and Member, Policy Committee
- James Song, Director, Department of Facilities Management, MCPS

Other Board of Education members may attend and participate as well, schedules permitting.

BACKGROUND

The Education Committee has discussed issues relating to the availability of private funds for school activities or improvements in several contexts, most recently when considering appropriation requests for several larger school improvement projects. On March 20, the Committee wrote to the Board President expressing its concern that "private contributions may lead to or exacerbate inequities among our communities and our schools" (letter attached on circles 1-3). The Committee expressed interest in understanding the Board's perspective on this important issue and requested relevant data.

The Board responded in a letter dated April 19 (attached on circles 4-10). The Board response detailed the ongoing policy work in these areas and provided information on the privately funded facility improvements that had been approved in FY11 and FY12. In addition, the Board's Policy Committee reviewed this issue on July 11 and discussed possible approaches to consider going forward.

This packet presents the policy information in two parts: I) Policy CNE, *Facility Improvements That are Not Funded with Montgomery County Revenues*; and II) Policy CND, *School-Related Fund-Raising*.

I. POLICY CNE, *FACILITY IMPROVEMENTS THAT ARE NOT FUNDED WITH MONTGOMERY COUNTY REVENUES*

Board policy CNE was first adopted in 2002, and sets guidelines for accepting non-Montgomery County Government funds for facility improvements (policy attached at circles 11-14). The policy specifically:

- Permits projects that support the school as a whole, supplement aesthetic enhancements, or enhance community use;
- Includes playground equipment, stadium lights, theatrical equipment, and increased gymnasium space as specific examples of acceptable projects;
- Prohibits using funds for projects that are the responsibility of the school system for core student capacity;
- Includes whether an improvement would "foster or exacerbate inequity" as a factor for consideration;
- Gives the Director of the Department of Facilities Management the authority to approve projects that are less than $50,000; and
- Requires Board and Council approval of projects over $50,000.

MCPS regularly reports projects approved under this policy to the Board of Education. The most recent report of FY13 projects, dated July 16, is attached at circles 15-17 and the Board's April response provided data for FY11-12 (circles 6-10). The table below summarizes the number of projects in each fiscal year by dollar amount.

Fiscal Year	Less than $10,000	$10,000-$50,000	Over $50,000
FY11	58	2	1
FY12	23	8	1
FY13	23	6	4

Policy Committee discussion

On July 11, the Board's Policy Committee reviewed Policy CNE and discussed issues of how to broaden availability of funds across schools. Some of the strategies presented for discussion included:

- Approaches to create some pooled funds, through partner schools, or through pooling funds raised in excess of project needs;
- Increased education and outreach across schools about the capital planning process and how private funding can be considered and integrated in the early planning stages;
- Outreach to the private sector to increase opportunities for public/private partnerships; and
- Increased education to school communities about available grant opportunities through the private sector, foundations, or government funds.

The Policy Committee recommended that the Board reach out to a wide range of involved parties and solicit comments on these and other possible strategies. The Policy Committee identified groups such as PTAs, Booster Clubs, community foundations, the Montgomery County Business Roundtable for Education (MCBRE), and the Montgomery County Educational Foundation as important stakeholders to hear from. The Policy Committee expressed its expectation that following this comment period, more specific proposals could be developed for Board consideration.

Discussion Issues
- The Committee may want to discuss with Board members their initial thoughts on some of the strategy ideas presented.

- Board members may be able to provide more information on how the Board will work with stakeholder groups to solicit comment and what the anticipated timeframe may be.

- Does MCPS or the Board have a sense of any specific changes or events that may have led to the increase in the number of projects over $50,000 in FY13, or does it appear to be by chance?

II. POLICY CND, *SCHOOL-RELATED FUND-RAISING*

Board Policy CND was first adopted in 1989 and most recently revised and amended in September 2012. The Board also recently adopted new regulations to accompany the policy, issued June 2013. (Policy CND is attached on circles 18-21 and Regulation CND-RA is attached on circles 22-25).

Policy CND provides a framework for school-related fund-raising activities that contribute to the student experience but do not conflict with the operational and instructional programs. The policy specifically encourages fund-raising that:

- Supports activities of school sponsored groups;
- Supports the student body as a whole;
- Defrays the cost of optional enhancement activities;
- Raises funds for charitable purposes;
- Provides supplemental materials or equipment; and
- Provides support for staff to participate in professional development.

The policy contains only one specifically prohibited purpose for use of private funding, "to employ anyone to work in the schools in the regular day".

The regulations outline specific procedures for fund-raising, including:

- Approval by the principal, associate superintendent, or chief operating officer;
- Requirement for a school sponsor for any activity;
- Measures to ensure student safety; and
- Requirements for financial accountability.

The Board's April response provided the following examples of activities approved and disapproved under this policy (reproduced below from circle 5);

> *Recently approved school-related fund-raising requests include selling bricks to raise money to create a new entrance to the football field and selling smoothies during lunch to raise money for staff appreciation. Recent requests that were not approved include a Student Government Association pie throwing contest (does not promote positive relationships between students and staff) and a high school curricular department selling t-shirts (inequitable for other departments not receiving funds).*

One source of outside funding available for programmatic support for schools is the Montgomery County Educational Foundation. Information on the Foundation's two grant programs, Small Grants and Technology Grants, is attached on circles 26-34. The Board provided a list of projects funded under these two grant programs in school years 2011-2012 and 2012-2013 on circles 35-39. The Small Grants must be for projects less than $1,000 and focus on creative programs that supplement existing school programs. The Small Grants program awarded a total of $45,017 in school year 2011-2012 and $40,784 in school year 2012-2013. The Technology Grants support innovative after-school technology programs that provide additional computer lab opportunities to students and parents. The Technology Grant program awarded a total of $19,256 in school year 2011-2012 and $18,333 in school year 2012-2013.

Discussion Issues
- The Committee may want to understand the Board's approach to monitoring these kinds of activities supported with school-related fund-raising given that there appears to be less formal data collection than for the capital projects.

- Other than the prohibition on employing regular staff, are there other types of funding uses that are excluded by policy or practice?

- The Committee may want to discuss with the Board how the approval process prevents inequities among schools in program or activity support, particularly since the approval processes begin at the individual school level.

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VALERIE ERVIN
COUNCILMEMBER
DISTRICT 5

March 20, 2013

School Board President Christopher Barclay
Montgomery County Public Schools
850 Hungerford Drive, Room 123
Rockville, MD 20850

Dear Chris,

As you know, the Council and the Board of Education have recently received and approved a number of appropriation requests for school improvement projects that are funded by private contributions rather than by public funds. All members from both elected bodies value and celebrate the strong and energized school communities in Montgomery County that contribute their own personal resources to benefit their neighborhood schools.

The Education Committee is concerned, however, that private contributions may lead to or exacerbate inequities among our communities and our schools. When the Board took up this issue in 2001-2002, leading to the current policy CNE, *Facility Improvements That Are Not Funded with Montgomery County Revenues*, equity issues were a central concern in the discussion. Now that we have over a decade of experience implementing this policy, it is important to evaluate whether the intent of the policy has kept pace with the rapidly changing socio-economic environment of Montgomery County.

Similar issues arise with private funding for school based activities, programs, or purchases that do not rise to the level of capital improvements guided by Policy CNE. While these activities are addressed through Board policy CND, *School-Related Fund-Raising*, our schools experience a wide range of community involvement and contribution, and a corresponding range of privately supported program enhancements.

We would like to understand the Board of Education's current thinking on how these policies do or do not prevent inequities among schools, or whether the Board has plans to revise the policies. As partners in supporting educational resources for our teachers and students, I invite you and your colleagues to engage in an open discussion with the Education Committee to explore how we can continue to encourage and support

parent and community involvement without undermining the principle of equality that is the backbone of public education.

As context, please provide written responses to the attached information request along with your response of the Board's perspective on the equity issues raised by the policies and practices associated with private contributions to schools. We plan to schedule an Education Committee discussion with you and other Board members once this information is available. We look forward to productive dialogue with you on this important issue.
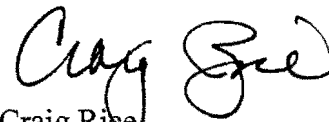
Sincerely,

Valerie Ervin
Councilmember

Phil Andrews
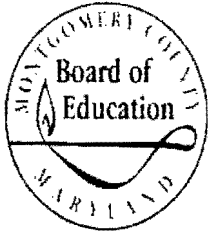Councilmember

Craig Rice
Councilmember

Information Request:
Private Contributions to School Based Improvements or Activities

I. Policy CNE, *Facility Improvements That Are Not Funded with Montgomery County Revenues*

1. For each year since 2003, please provide:
   - The number of requests for privately funded facility improvements MCPS has received;
   - The number approved and disapproved; and
   - A list of projects approved and disapproved.

2. Please provide an overview of the application and review procedures, including project evaluation criteria.

II. Policy CND, *School-Related Fund-Raising*

1. Please provide an overview of the processes by which community funded school based programs, activities, or purchases are reviewed and approved.

2. The policy contains only one specifically excluded purpose for private funding, "to employ anyone to work in the schools in the regular day". Are there other types of purposes that are excluded by policy or practice? Please provide examples of proposals or requests that have been approved and disapproved.

April 19, 2013

The Honorable Valerie Ervin, Chair
 and Members of the Education Committee
Montgomery County Council
Stella B. Werner Council Office Building
100 Maryland Avenue
Rockville, Maryland 20850

Dear Councilmembers Ervin, Andrews, and Rice:

Thank you for your inquiry and interest in Policy CNE, *Facility Improvements That are Not Funded with Montgomery County Revenues*, and Policy CND, *School-Related Fund-Raising*. As you know, state law provides that the Montgomery County Board of Education determines school system policies. The Board takes seriously its role and has a rigorous process of analysis, formulation, implementation, monitoring, and evaluation of all policies. The Board's Policy Committee, established as a standing committee by Policy BFA, *Policysetting*, has the primary responsibility, with opportunity for community input, for drafting new and revising existing policies.

Your inquiries into Policy CNE, *Facility Improvements That are Not Funded with Montgomery County Revenues*, and Policy CND, *School-Related Fund-Raising*, coincide with the Policy Committee's 2012-2013 work plan. In fact, both policies have been the subject of recent Committee and/or Board meeting discussions, the minutes of which are always available on the web.

At the December 11, 2012, Board of Education meeting, Policy CNE, *Facility Improvements That are Not Funded with Montgomery County Revenues*, was referred to the Policy Committee to discuss growing equity concerns. At the January 15, 2013 meeting, staff provided several years' data (enclosed) and the Committee engaged in a robust discussion about both the size of contributions and the possible unintended consequence of facility inequities among and between school communities. The minutes of the meeting are available on the web at http://www.montgomeryschoolsmd.org/boe/meetings/POLdocs/2013/011513/011513minutes.pdf Staff will be bringing to the Committee, at an upcoming meeting, a recommendation to mitigate these concerns.

The Policy Committee identified Policy CND, *School-Related Fund-Raising*, for updating during the 2010-2011 school year. Consistent with policy revision processes, a stakeholder group of representatives from parent and community groups, principals, and staff recommended draft revisions in March 2012 (http://www.montgomeryschoolsmd.org/boe/meetings/agenda/2011-12/2012-0313/4.1%20Tentative%20Approval%20Policy%20CND.pdf

④

Following a period of public comment, the Policy Committee made further recommended revisions, and on September 11, 2012, the Board of Education took final action and adopted the revised policy (http://www.montgomeryschoolsmd.org/boe/meetings/agenda/2011-12/2012-0911/7.0%20Final%20Action%20Policy%20CND.pdf)
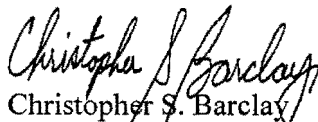
The implementing regulation is in the final stages of development, with approval expected later this spring. Large sections of the pre-revised policy were regulatory in nature, provided principals with clear guidelines for approving fund-raising activities conducted by their school or school-sponsored groups, and will appear in the implementing regulation. Additionally, the new regulation will stipulate that fund-raising activities conducted by multiple schools, countywide student organizations, or MCPS employee groups must be approved by appropriate staff.
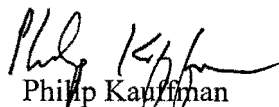
Recently approved school-related fund-raising requests include selling bricks to raise money to create a new entrance to the football field and selling smoothies during lunch to raise money for staff appreciation. Recent requests that were not approved include a Student Government Association pie throwing contest (does not promote positive relationships between students and staff) and a high school curricular department selling t-shirts (inequitable for other departments not receiving funds).
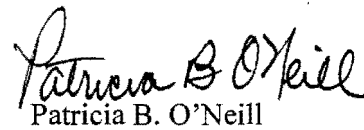
As you know, the Policy Committee is an open meeting. Members of the public are welcome to attend and observe. Additionally, minutes from the Policy Committee, as well as all other standing Board committees, are posted on the web for easy access and review.

On behalf of the Policy Committee and the full Board, we appreciate that you are sensitive to the challenging issues of equity in our increasing diverse community and look forward to partnering with you to support parent and community involvement in all our schools.

Sincerely,

Christopher S. Barclay
President

Philip Kauffman
Vice President

Patricia B. O'Neill
Chair, Policy Committee

CSB:PK:PBO:kmy

Enclosure

Copy to:
  Members of the Board of Education
  Dr. Starr
  Mr. Bowers, Dr. Schiavino-Narvaez, Dr. Statham
  Mr. Ikheloa, Mr. Edwards

Facility Improvements That Are Not Funded with Montgomery County Revenues
FY 2011

No.	Schools	Facility Improvements	Funding Sources	Amounts
1	College Gardens ES	Butterfly garden	Audobon Naturalist Society	$500
2	Martin Luther King MS	School garden/teaching area	Stadier Nursery	$500
3	Stonegate ES	Butterfly garden	PTA and Audobon Naturalist Society	$1,000
4	Sherwood HS	Bluebird trail/boxes and signs	PTA and various grants	$1,080
5	Rock Terrace	15 Trees	Sierra Club	$450
6	Winston Churchill HS	Switches for the auditorium scene shop	School IAF funds	$4,000
7	Col Zadok Magruder HS	Hand dryers in gym lobby restrooms	School IAF funds	$849
8	Charles R. Drew ES	5 art panels in main hallway	School IAF funds	$75
9	Twinbrook ES	Update staff lounge	MSDE Recognition Program	$2,185
10	Charles R. Drew ES	School sign	PTA	$4,343
11	Forest Knolls ES	Nature trail/ trees and shrubs	PTA/Eagle scout project	$100
12	South Lake ES	Landscaping at building front	PTA/School IAF funds	$3,000
13	Wood Acres ES	Landscaping/benches	PTA	$18,000
14	Rockville HS	Rain garden	PTA/ School IAF funds	$4,000
15	Rocky Hill MS	Butterfly garden	Audobon Naturalist Society/Greenkids	$250
16	E. Silver Spring ES	Hanging the plant life mural	PTA	$100
17	Wm. T. Gibbs ES	Dry sun garden	PTA/Friends of Black Hill Park	$500
18	Rolling Terrace ES	Science courtyard outdoor classroom	PTA	$6,000
19	Beall ES	Butterfly garden	PTA	$500
20	Arcola ES	Butterfly garden	Greenkids - Audobon Naturalist Society	$500
21	Brown Station ES	Plant 2 trees	PTA	$100
22	Kensington Parkwood ES	Mural at building front	5th grade class gift	$1,000
23	Oak View ES	Plant 7 trees	PTA	$400
24	Lakewood ES	Mural at front hallway	PTA/Artist in residence grant	$5,800
25	Bethesda ES	Student art display in hallway	5th grade parents	$1,000
26	Burning Tree ES	Sound panels/ceiling tiles in APR	PTA	$4,000
27	Spring Mill Field Office	Plant a tree	Staff donations	$350
28	Cedar Grove ES	Plant trees donated by Md. Forestry Board	PTA	$100
29	Rock Creek Valley ES	Artwork tiles for atrium	School/IAF	$800
30	John F. Kennedy HS	Hang mural at main entrance	School/IAF	$450
31	Darnestown ES	Letters for front lawn "DES"	PTA	$300
32	T. W. Pyle MS	Replace pond in courtyard	PTA	$3,000
33	Damascus HS	HVAC unit for concession stand	PowerMax, Inc.	$12,000
34	Summit Hall ES	Volleyball sleeves in gym floor	School/IAF	$940
35	Damascus HS	Football tackling machine	PTA	$200
36	Kingsview MS	Salad table garden	Piedmont Grant	$500
37	Glen Haven ES	Butterfly garden	Audobon Naturalist Society/Greenkids	$1,000
38	Forest Knolls ES	Landscaping & reforestation of nature trail	PTA	$616
39	Sherwood ES	Pavilion adjacent to playground	PTA	$8,000
40	Broad Acres ES	Security gate in hallway	School/IAF	$600
41	Newport Mill MS	Outdoor science classroom	Lowes Corp.	$1,000
42	Washington Grove ES	Butterfly garden	School/IAF	$100

			Audobon Naturalist	
43	Highland View ES	Rain barrel & salad table garden	Society/Greenkids	$400
44	Ashburton ES	Telephones for portable classrooms	PTA	$360
45	Cedar Grove ES	Container garden	Audobon Naturalist Society/Greenkids	$250
46	E. Silver Spring ES	Container garden	Audobon Naturalist Society/Greenkids	$250
47	Harmony Hills ES	Container garden	Audobon Naturalist Society/Greenkids	$250
48	Wm. T. Page ES	Donation of penguin sculpture	Irma Spencer - artist	$2,500
49	Cedar Grove ES	Courtyard butterfly garden	Audobon Naturalist Society/Greenkids	$1,000
50	Capt. James E. Daly ES	Butterfly garden	Audobon Naturalist Society/Greenkids	$500
51	Whetstone ES	Courtyard renovation	Audobon Naturalist Society/Greenkids	$500
52	Cedar Grove ES	Replace overgrown plants	PTA	$200
53	Tilden MS	Courtyard garden	Whole Foods partnership	$300
54	Montgomery Knolls ES	Edible container garden	PTA	$200
55	Beall ES	Salad garden	Donors/school IAF	$150
56	Rock Creek Forest ES	Courtyard container garden	Audobon Naturalist Society/Greenkids	$250
57	Cedar Grove ES	Rain barrels	PTA	$200
58	Summit Hall ES	Arbor Day tree planting	City of Gaithersburg	$500
59	Wheaton HS	Athletic storage shed	School/IAF	$1,000
60	Gaithersburg MS	Outdoor garden	Grant	$900
61	Bradley Hills Elementary	Various Improvements	Bradley Hills ES Foundation	$100,000
Total				**$199,898**

(7)

Facility Improvements That Are Not Funded with Montgomery County Revenues
FY 2012

No.	Schools	Facility Improvements	Funding Sources	Amounts
1	Westland Middle School	Container garden.	PTA	$300
2	Robert Frost Middle School	Organic garden	Silver Diner	$2,000
3	Paint Branch High School	Install electronic sign	School/IAF	$28,565
4	Burning Tree Elementary School	Install raised vegetable beds.	PTA	$2,500
5	Forest Knolls Elementary School	Install container gardens	Whole Foods/Audobon Nat. Society	$2,500
6	Seven Locks Elementary School	Landscaping	Educational Foundation	$5,000
7	Tilden Middle School	Install wall mural.	School/IAF	$2,500
8	Broad Acres Elementary School	Install container garden.	PTA	$500
9	Clarksburg High School	Construct dugouts	Booster Club	$30,000
10	Strathmore Elementary School	Install container garden.	Greenkids	$300
11	College Gardens Elementary School	Plant a tree	School/IAF	$50
12	Montgomery Blair High School	Rain garden	EPA	$5,000
13	Monocacy Elementary School	Sound system in APR.	PTA	$5,000
14	Flower Hill Elementary School	Courtyard/gardens	Lowes Grant	$3,500
15	Farmland Elementary School	Plant Wye Oak tree and install plaque.	Donation	$500
16	Francis Scott Key Middle School	Install container garden.	PTA, Donations, IAF	$200
17	Gaithersburg Elementary School	Tabletop gardens	Whole Foods	$200
18	Garrett Park Elementary School	Container gardens	Whole Foods/ Audobon Nat. Society/ Greenkids	$2,500
19	Judith A. Resnik Elementary School	Plant gardens	Donation	$200
20	Cashell Elementary School	Playground improvements	Dannon Grant	$20,000
21	North Bethesda Middle School	Install 8 hand dryers.	School/IAF	$8,000
22	North Bethesda Middle School	Add 220V outlet in main office.	School/IAF	$800
23	Cashell Elementary School	Courtyard structures and plantings	School/IAF	$6,500
25	Winston Churchill High School	Scoreboard upgrade	Booster Club	$80,000
26	Poolesville High School	Press box and storage shed	Booster Club	$25,000
27	Clarksburg High School	Electronic message display	School/IAF	$30,100
28	Bannockburn Elementary School	New school sign	PTA	$1,300
29	Seneca Valley High School	Scoreboard	School/IAF	$22,336

30	Potomac Elementary School	Redesign APR	PTA	$10,000
31	Bethesda-Chevy Chase High School	Replace electronic sign.	School/IAF	$18,000
32	Tilden Middle School	Plant a tree	Weeks Foundation	$500
33	Burning Tree Elementary School	Upgrade lounge	PTA	$4,000
Total				**$317,851**

Facility Improvements That Are Not Funded with Montgomery County Revenues
FY 2013 (To-Date)

No.	Schools	Facility Improvements	Funding Sources	Amounts
1	A. Mario Loiederman Middle School	Rainwater garden and landscaping	Grant	$18,000
2	Flower Hill Elementary School	Courtyard/gardens	Lowes Grant	$3,500
3	Cannon Road Elementary School	Butterfly garden	Parent Donation	$1,500
4	Wyngate Elementary School	Brick placement along sidewalk	Wyngate Elementary Educational Foundation	$4,000
5	Lucy V. Barnsley Elementary School	Plant trees	Cub Scouts	$500
6	Westbrook Elementary School	Various Improvements	Friends of Westbrook Foundation	$247,000
7	Damascus High School	Construct press box	Booster Club	$6,000
8	Damascus High School	Replace Stadium Scoreboard	Booster Club	$110,000
9	Thomas Wootton High School	Artificial Turf	Booster Club/Bethesda Soccer	$1,100,000
10	Tilden Middle School	Various Improvements	Tilden Middle School Foundation	TBD
Total				$1,490,500

POLICY

BOARD OF EDUCATION OF MONTGOMERY COUNTY

Related Entries: CND
Responsible Office: Facilities Management

Facility Improvements That Are Not Funded with Montgomery County Revenues

A. PURPOSE

To provide guidelines for accepting non-Montgomery County government funds for facility improvements that qualify as capital investments. Acceptable improvements to be considered under this policy are limited to physical plant or site improvements that are considered a fixed asset, meet established capital budget funding criteria, and have a minimum life cycle of fifteen (15) years. This policy is not intended for equipment or items that do not meet the capital asset criteria, or for activities covered by Policy CND: *School-Related Fund Raising*.

B. ISSUE

The Board of Education recognizes that private organizations, parent and community groups, businesses, or non-Montgomery County governmental agencies at times want to provide financial support for facility improvements that would normally not be funded as part of county supported programs. The Board also recognizes that while these improvements are not essential, they do provide opportunities to create facility features that are compatible with neighboring buildings or enhance community and school activities.

C. POSITION

1. Except as outlined in Item 2 below, the acceptance of Non-Montgomery County government funds may be considered for facility improvements that:

   a) Support activities that benefit a school sponsored activity or the school as a whole; such as play ground equipment, stadium lights, or theatrical equipment

   b) Supplement architectural, landscaping, or aesthetic enhancements to the facility for neighborhood compatibility

c) Enhance community use of schools; such as a larger gymnasium than would normally be provided as part of a new school, modernization, or addition project

d) Provide for the construction of community or recreational improvements funded by other governmental entities for joint community and school use

2. Funds may not be received under this policy for capital projects which are the responsibility of the school system, county government, and/or state to provide for student capacity, including core support space, and maintenance of physical plant.

3. Appropriate funding sources include:

a) Parent and community organizations and foundations

b) Non-Montgomery County governmental agencies

c) Private organizations and businesses

d) Bequests and trusts

4. Guidelines

a) Requests to provide financial support for facilities improvements must be reviewed in advance of any such activities by the director of the Department of Facilities Management in collaboration with the principal or site administrator to ensure compliance with this policy.

b) The request must include a plan for financial support and sufficient assurances that the entity donating the funds will meet the agreed upon financial obligation.

c) If the proposed improvement is less than $50,000, the director of the Department of Facilities Management is authorized to approve the plan provided it complies with the provisions of this policy. Improvements approved by the director of the Department of Facilities Management will be reported periodically to the Board of Education.

d) If the proposed improvement exceeds $50,000, the director of the Department of Facilities Management will present the request for facilities improvement and the funding plan to the Board of Education for its approval prior to notifying the entity whether they may proceed with the fund raising activities.

e) In making decisions whether to grant approval for facility improvements under this policy, the following shall be considered:

    (1) Whether the improvement would foster or exacerbate inequity

    (2) Whether the Board of Education, Montgomery County Government, or Maryland State Department of Education have responsibility for funding similar improvements at all schools using tax supported revenue or bonds sales to the extent available

    (3) Whether the improvement will cause a future financial liability in annual operating costs

    (4) Whether the improvement will create safety, security, or other school operation impacts

    (5) Whether the funds donated would expedite the implementation of county supported programs

    (6) Whether the improvements would meet or support a greater community need for services

f) The group providing the funds for facility improvements under this policy will plan and supervise all fundraising activities sponsored by the organization, and will abide by established financial management procedures.

g) All funds received for facility improvements under this policy must be appropriated in accordance with Montgomery County financial regulations.

h) The director of the Department of Facilities Management will ensure that the necessary appropriation requests are presented to the Board of Education for approval and the funding is allocated by the Montgomery County Council before any work begins on the facility improvements.

D. DESIRED OUTCOMES

This policy is designed to allow for contributions for facilities improvements from non-Montgomery County funding sources, without creating inequities among school communities. This will strengthen the relationships between the school system and various groups within the community.

E.   IMPLEMENTATION STRATEGIES

The superintendent will establish administrative regulations or other administrative procedures that may be necessary for implementing the guidelines outlined in this policy.

F.   REVIEW AND REPORTING

This policy will be reviewed on an ongoing basis in accordance with the Board of Education policy review process.

Policy History: Adopted by Resolution No. 530-02, November 21, 2002.

Office of the Superintendent of Schools
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland

July 16, 2013

MEMORANDUM

To: Members of the Board of Education

From: Joshua P. Starr, Superintendent of Schools

Subject: Improvements Funded Under Policy CNE, *Facility Improvements That Are Not
           Funded with Montgomery County Revenues*

Board of Education Policy CNE, *Facility Improvements That Are Not Funded with Montgomery
County Revenues*, requires that a report be sent to the Board of Education regarding the projects
approved under this policy. The following projects have been approved and funded by the listed
organizations during Fiscal Year 2013:

School	**Project Description**	**Funded By**	**Amount**
A. Mario Loiederman Middle School (MS)	Rainwater garden and landscaping	Tower Company/ Rainscapes/ Keller Construction Management, LLC	$ 10,000
Flower Hill Elementary School (ES)	Courtyard garden	Lowes Grant	$ 3,500
Somerset ES	Raised salad table garden	Parent Teacher Association	$ 1,500
Cannon Road ES	Butterfly garden	Parent Teacher Association	$ 1,500
Wyngate ES	Brick placement along sidewalk	Wyngate Educational Foundation	$ 4,000
Lucy V. Barnsley ES	Tree planting	Department of Natural Resources/Boy Scout Donation	$ 500

School	Project Description	Funded By	Amount
Westbrook ES	Various improvements	Friends of Westbrook School Foundation, Inc.	$ 247,000
Damascus High School (HS)	Stadium scoreboard replacement	Booster Club	$ 90,000
Damascus HS	Installation of turf in batting cages/bullpen	Booster Club	$ 300
Thomas S. Wootton HS	Installation of artificial turf on stadium field	Bethesda Soccer Club/Thomas S. Wootton HS Booster Club	$1,100,000
Sligo Creek ES/Silver Spring International MS	Courtyard improvement	Parent Teacher Association	$ 15,000
Damascus HS	Stone walkway	Booster Club	$ 500
Sherwood HS	Restoration of tree/shrub nursery site	Horticulture Cluster Advisory Board	$ 20,000
Poolesville ES	Rain garden	Chesapeake Bay Foundation	$ 5,000
Richard Montgomery HS	Butterfly garden	School Energy and Recycling Team Funds	$ 500
Julius West MS	Butterfly garden	Parent Teacher Association	$ 600
Sargent Shriver ES	Butterfly garden	Outdoor Environmental Education Programs	$ 1,000
College Gardens ES	Tree planting	Girl Scout Funds	$ 400
Montgomery Knolls ES	Tree planting	Parent Teacher Association	$ 2,000
Ridgeview MS	Edible garden	Parent Teacher Association	$ 2,000

School	Project Description	Funded By	Amount
Jones Lane ES	Butterfly garden	Parent Teacher Association	$ 160
Broad Acres ES	Butterfly and habitat gardens	Parent Teacher Association/ Grants/Donations	$ 1,000
Ridgeview MS	Edible garden	Parent Teacher Association	$ 300
Potomac ES	Bench and plant installation	Parent Teacher Association	$ 500
Damascus HS	Hillside seating tiers	Booster Club	$ 6,900
Montgomery Blair HS	Stadium scoreboard replacement	Booster Club	$ 17,540
Kensington Parkwood ES	Mosaic artwork	Parent Teacher Association/ School Independent Activity Funds	$ 3,000
Northwest HS	Flag pole installation	Booster Club	$ 3,000
Thomas W. Pyle MS	Floor tile in instructional media center	Giant Rewards Funds	$ 2,000
Bannockburn ES	Mosaic artwork	Parent Teacher Association	$ 4,000
Herbert Hoover MS	Electronic sign installation	Parent Teacher Association	$ 30,000
Northwest HS	Scoreboard upgrade	Parent Teacher Association	$ 40,000
Sherwood HS	Auditorium sound system	Independent Activity Funds	$ 66,000

JPS:LAB:JS:jlc

POLICY   BOARD OF EDUCATION OF MONTGOMERY COUNTY

Related Entries:	ABA, ABA-RC, ABC, BBB, CNA, CNA-RA, CNE, DDA-RA, DJA-RA, DJA-RB, ECN, FFA, FFA-RA, IGK-RC, JPG, KGA-RA
Responsible Office:	School Support and Improvement; Chief Operating Officer
Related Source:	*Annotated Code of Maryland*, Business Regulation Article, Section 6-101; Criminal Law Article, Section 13-1803 and Section 13-1813

School-Related Fund-Raising

A.   PURPOSE

To provide a framework for school-related fund-raising activities in or on behalf of Montgomery County Public Schools (MCPS) that safeguards instructional time, maximizes the safety of students, supports a common school experience for all students, and includes appropriate accountability provisions

B.   ISSUE

The Montgomery County Board of Education (Board) affirms its interest in ensuring that fund-raising activities by schools or school-sponsored groups or on behalf of MCPS by parent and community groups are conducted in compliance with state law and MCPS regulations and contribute to the school experience of students without conflicting with or disrupting the operation of the instructional program or jeopardizing the safety of students. Parent and community groups include, but are not limited to, Parent Teacher Associations (PTAs), Parent Teacher Student Associations (PTSAs), foundations, and booster clubs.

The Board recognizes that funds can be raised for purposes other than instruction and that these fund-raising activities contribute to the overall experience of being a member of the school community.

C.   POSITION

1.   The Board encourages those seeking to make donations or raise funds for schools to collaborate with school leadership to ensure that school-related fund-raising efforts pursue shared purposes, which may include, but are not limited to, the following:

a) Supporting activities of school-sponsored groups, which include, but are not limited to, school classes or grade-level groups, clubs, teams, performing arts groups, and countywide student organizations

b) Supporting activities that benefit the student body

c) Providing supplemental funds to help defray the costs of optional activities that enhance MCPS programs

d) Raising funds and collecting donations for charitable purposes or for members of the community experiencing financial hardship. The Board affirms the value of such fund-raising activities for increasing student awareness of their membership in the local and global community.

e) Providing supplemental materials or equipment that enhance the instructional program or the administrative functions of the school

f) Providing supplemental support for staff to participate in professional development activities

2. Student safety and health are the foremost concerns for any fund-raising activity involving students and, specifically, students collecting funds directly from the public.

3. Neither parent or community groups, nor students are expected to raise funds to support specific programs or purchase materials to enhance the instructional program. Participation in school fund-raising activities shall be on a voluntary basis, and no student shall be compelled to participate or contribute.

4. While many schools and PTAs/PTSAs have emphasized fundraising in the past, raising money is not their primary focus. In Board Policy ABC, *Parent and Family Involvement,* the Board affirms the National Standards for Family-School Partnerships, and the development of parent and family involvement programs and services that are comprehensive and linked to student learning.

5. School staff should not become dependent on fund-raising activities to purchase materials and instructional equipment.

6.   The Board recognizes that some activities, such as school fairs, are important because they promote parent participation and result in increasing school and community spirit in addition to any amounts of money they raise for the school.

7.   Funds raised by fund-raising groups cannot be used to employ anyone to work in the schools during the regular school day.

8.   The Board establishes its process for accepting non-Montgomery County government funds for improvements that qualify as capital improvements in Board Policy CNE, *Facility Improvements That Are Not Funded With Montgomery County Revenues*.

9.   The Board establishes its process for naming school facilities in Board Policy FFA, *Naming School Facilities*, and prohibits naming a portion of a school facility to generate funds, unless expressly approved by the Board.

10.   MCPS establishes its process for accepting donated items or purchasing materials and equipment with nonappropriated funds in MCPS Regulation DJA-RB, *Purchase of Materials and Equipment Using Nonappropriated Funds and Acceptance of Donated Items*.

11.   The provisions of this policy do not apply to fund-raising activities by groups not associated with MCPS who use MCPS facilities through the Interagency Coordinating Board.

D.   DESIRED OUTCOMES

1.   Cooperative effort between MCPS, school and school-sponsored groups, parent and community groups, private organizations and foundations, businesses, and individuals working in partnership toward shared goals

2.   Understanding and communication about the needs and resources of the schools and community

3.   Transparency in purpose and implementation of fund-raising activities and appropriate accountability for such activities

E.   IMPLEMENTATION STRATEGIES

The superintendent of schools will establish regulations or other administrative procedures necessary for carrying out this policy.

F.   REVIEW AND REPORTING

This policy will be reviewed in accordance with the Board policy review process.

Policy History: Adopted by Resolution No. 311-89, May 22, 1989, amended by Resolution No. 404-12, September 11, 2012.

REGULATION MONTGOMERY COUNTY PUBLIC SCHOOLS

Related Entries:	ABA, ABA-RC, BBB, CNA, CNA-RB, CND, CNE, DDA-RA, DJA-RA, DJA-RB, ECN, FFA, FFA-RA, IGK-RC, IPD-RA, JFA-RA, KEA-RA, KGA-RA
Responsible Office:	School Support and Improvement Chief Operating Officer
Related Sources:	*Annotated Code of Maryland,* Business Regulation Article, § 6-101; Criminal Law Article, § 13-1803, § 13-1813; *Montgomery County Code,* §30-4(b)

School-Related Fund-Raising

I. PURPOSE

To outline procedures for school-related fund-raising activities in or on behalf of Montgomery County Public Schools (MCPS) that safeguard instructional time, maximize the safety of students, support a common educational experience for all students, and include appropriate accountability provisions

II. DEFINITIONS

A. *Parent and community groups* include, but are not limited to, Parent Teacher Associations, Parent Teacher Student Associations, foundations, and booster clubs.

B. *School-sponsored* means any activity that has a staff member assigned as an agent of the school, and has been approved by the principal and/or an associate superintendent within the Office of School Support and Improvement (OSSI).

III. PROCEDURES

A. Approval

1. Any fund-raising activity by MCPS, schools, or school-sponsored groups must be approved before being scheduled, advertised, or conducted.

    a) Principals or their designees approve fund-raising activities conducted by their school or school-sponsored groups.

      b)   The associate superintendent within OSSI approves fund-raising activities conducted by multiple schools or countywide student organizations.

      c)   The chief operating officer approves fund-raising activities conducted by MCPS employee groups.

2. All fund-raising activities by schools or school-sponsored groups must have an MCPS staff sponsor.

3. To facilitate coordinated efforts toward shared goals, the leadership of any parent or community groups raising funds on behalf of a school or group of schools must coordinate with the principal(s) in advance to make certain that purposes for which the funds are to be raised are consistent with Board Policy CND, *School-Related Fund-Raising,* and that fund-raising activities do not interfere with the instructional program or previously planned school-sponsored fund-raising activities. The principal will be responsible for informing the leadership when he/she feels the activity is not appropriate.

B. Promotional Materials

1. Promotional materials for fund-raising activities by schools or school-sponsored groups must include the following statement: "These products or services are neither sponsored by nor endorsed by the Montgomery County Board of Education (Board), the superintendent of schools, or this school."

2. Distribution of promotional materials must be conducted in compliance with Board Policy CNA, *Informational Materials and Announcements.*

C. Student Participation and Student Safety

1. No student will be compelled to participate in or contribute to any fund-raising activity.

2. In the interest of student safety, fund-raising activities are not to include residential door-to-door or street median sales by any students.

3. Adult supervision appropriate to the age of the students must be provided for fund-raising activities involving students.

D.   Use of Instructional Time

    1.   Any use of instructional time for fund-raising activities must be consistent with instructional purposes.

    2.   Parent and community groups will plan and supervise all fund-raising activities sponsored by these organizations, and, specifically, handle the daily collections of sales to avoid using or impacting instructional time, either directly or indirectly.

E.   Charities

Schools or school-sponsored groups may raise funds or collect donations for charitable purposes.

    1.   Staff sponsors must verify the legitimacy of the charity and its intended beneficiaries.

    2.   A principal may deny a school or school-sponsored fund-raising activity that does not meet the requirements of this or other MCPS regulations or Board policies. The decision to permit or deny fund-raising for a charitable cause may not be based on the point of view of the charitable organization.

F.   Accountability

    1.   Monies collected by schools or school-sponsored groups through fund-raising activities are to be deposited in the school's Independent Activities Fund and managed according to MCPS financial procedures.

    2.   Schools and school-sponsored groups are responsible for providing appropriate accounting regarding the collection and disbursement of funds.

    3.   Promotional materials must clearly state the purpose for which funds are being raised, and all net proceeds from fund-raising activities must be disbursed for the purpose for which they were collected and in accordance with established policies and procedures. It is suggested that promotional materials name a secondary beneficiary of the funds in the event that funds are raised in excess of the targeted amount.

G. Purchase of Materials or Equipment and Acceptance of Donated Items

    1. The guidelines established by the Division of Procurement must be followed whenever a school's independent activity funds are used to purchase materials and equipment.

    2. Procedures for accepting donated items are described in MCPS Regulation DJA-RB, *Purchases of Materials and Equipment Using Nonappropriated Funds and Acceptance of Donated Items.*

    3. The Board establishes its process for accepting non-Montgomery County Government funds for improvements that qualify as capital improvements in Board Policy CNE, *Facility Improvements That Are Not Funded With Montgomery County Revenues.*

H. Gaming Activities

    1. Parent or community groups planning to conduct gaming activities, such as bingo or raffles, on behalf of MCPS shall obtain and display the appropriate license or permit, as required by Maryland law.

    2. No school or school-sponsored groups may conduct gaming activities, such as raffles or bingo, that require a license or permit.

Regulation History: New Regulation, June 20, 2013.

Montgomery County Public Schools Educational Foundation, Inc.

MONTGOMERY COUNTY PUBLIC SCHOOLS
Educational ☀ **Foundation, Inc.**

- Home
- About Us
  - Board of Directors
  - Newsletter
- Donate
- Grants
  - Technology Grants
  - Small Grants
- Scholarships
  - MCPS Educational Foundation Scholarships
  - Maryland Legislative Scholarships
  - Dr. Brenda Hammond Scholarship
  - Kenneth Logan Memorial Scholarship
  - How to Apply
- Supporters
- Media
- Contact Us

Small Grants

The Montgomery County Public Schools Educational Foundation, Inc. funds new creative, and innovative projects not funded in the regular MCPS budget through the Small Grants Program. One example, a few years ago an opera was founded at Farmland Elementary School. Students developed the music, sets, and performed the opera. This was so successful that the students were invited to perform on the TV program Night Line. Other schools have copied this innovative idea as part of their curriculum. Grants are awarded only to MCPS school programs.

See what projects have been funded in the past.

How To Apply for a Small Grant

Typed applications must have the approval of the applicant's principal, director, or supervisor. A proposed budget showing how grant funds will be spent also must be included in the application. Only typed applications received with approval signature and budget information will be considered. Please refer to attached guidelines.

<u>Download Application</u>

Who can apply?

The Small Grant is only awarded to MCPS schools and staff.

How do I apply?

An <u>application form</u> must be completed and signed by the school principal. Grant applications and guidelines are sent to schools and will be available on this web site. The application and guidelines provide clear instructions about the process and the due dates of the completed applications.

When can I apply?

An announcement is placed in <u>The Bulletin</u> about the availability of grants at the beginning of the school year.

What is the deadline to apply?

The deadline for FY 2012 Small Grants is September 26, 2012.
Awards to be made by October 25, 2012.

Send completed applications via Pony mail to:

MCPS Educational Foundation
c/o the Office of the Chief Operating Officer
Room 149
CESC

Fax to: 301-279-3428.

SMALL GRANT GUIDELINES

TYPED and approved applications will be judged using the following guidelines:

I. Programs should reflect specific areas of need and should include one or more of the following:

- Parent involvement
- Encouragement of student participation in science/math
- Interdisciplinary instruction
- At-risk students
- Support for the arts
- Technological support
- Multicultural education

II. Programs should have broad system application or group involvement

III. Programs should be supportive of MCPS priorities and the MCPS strategic plan, *Our Call To Action: Pursuit of Escellence*

IV. Programs should be innovative

V. Programs with an immediate, identifiable need will receive funding preference

VI. Types of programs considered:

- Supplements to existing school programs related to above areas
- Support for students to participate in academic or arts competitions beyond MCPS

VII. The following restrictions apply:

- No grants are awarded for salaries
- Grant funds will not be approved for transportation requests unless this is part of a larger project
- Grant funds may not be used for child care
- Grant funds may not be used for snacks and/or refreshments
- Grant funds may not be used for camcorders, digital cameras, personal computers, or related equipment

Requests for more than $1,000 will be rejected unless accompanied by details about how the balance will be funded.

MCPS is purchasing microcomputers and software for instruction so grants usually will not be funded to make such additional purchases. However, one of the major purposes of the program is to encourage innovation and experimentation by individual schools so the ban on the purchase of software with these funds is not absolute. Be creative!

Several schools can join together to submit a grant proposal; however, the total request for funding such a joint proposal should be no greater than $1,000.

VIII. End-of-Year Reports

If a grant is awarded, a final report will be due at the completion of the activity or not later than June 28 of the grant year. Specific use of funds must be identified. Balance of funds not expended must be returned to the Foundation unless excess funds will be used to continue the project in the new year (an accounting of these funds will be required.) Please complete MCPS Form 280-71 or submit a narrative. The final report must include the following information:

- Program's title, school name, and the award recipient's names
- A narrative of your program and outcomes
- Signatures from applicant and applicant's principal, director, or supervisor
- Original receipts must be taped onto a white, letter-sized sheet of paper. Write your program title, school name, and award recipients name on the top of the page.

All *typed* applications must be approved and signed by the applicant's principal, director, or supervisor. Notification of award will be made to applicant within five weeks of closing date. Grant recipients are responsible for tracking their expenditures as not to exceed the amount allotted.

- Technology Grants
- Funded Projects

- Small Grants
- Funded Projects
-

Case Study: Updating Maps and Globes

Viers Mill Elementary School
2006-2007 Small Grant

At Viers Mill Elementary School, Barbara Hlavka, media specialist, was awarded a Small Grant in 2006 to refurbish the school's seriously outdated map and globe collection. The purpose of this project was to update these materials beginning with one fourth grade and one fifth grade classroom with the most ESOL and special needs students.

Teachers noted the globes were popular among students. Students would independently use the globe to locate various countries around the world and took special pride in locating their own countries of origin.

These materials made it easier to make concepts more tangible for students. For example, relief globes allow students see the mountain ranges projecting from the earth's surface. A physical globe demonstrates the depths of the ocean floor.

From the youngest to the oldest students, these vivid globes were a constant source of attraction, interaction and learning. The educators at Viers Mill Elementary will continue to find ways to bring these same benefits to other classrooms that are still lacking current materials.

Case Study: Creating an Original Opera

Beverly Farms Elementary School
2006-07 Small Grant

A small grant was awarded to the Beverly Farms Elementary School for 2006-2007 for the "Creating Original Opera" program. Throughout the program, thirty-two fifth grade students of various racial and ethnic backgrounds as well as varied abilities and skill levels were responsible for developing a theme, thesis, and characters for their own original opera.

For three hours each week, students participated in writing, composing music, constructing sets, building lights, designing costumes, acting, applying makeup, blocking and movement, and managing the student company. In May, the opera was performed twice for the student body and twice for the community.

Through the "Creating Original Opera" process, the students learned several different life skills such as taking responsibility, solving problems, organizational techniques, and ways to communicate effectively.

Case Study: Solar Car Project at Walter Johnson

Walter Johnson High School
2004-2005 Small Grant

The solar car project at Walter Johnson High School is in full swing. The fundraising phase was completed in early December, with the team raising over $5,000 in cash as well as procuring three solar panels from BP

Solar. Numerous professionals in various engineering fields have also graciously donated their time to help these students reach their goal.

A tremendous amount of time and effort went into our design phase, which quickly turned into our construction phase earlier this month. The plan now is to produce a prototype vehicle and our final racing vehicle. The prototype vehicle "The Wildcat" should be ready for testing by early March. The final racing vehicle will be completed by early May. None of this would have been possible without the early support from the Educational Foundation.

Montgomery County Public Schools Educational Foundation, Inc. 850 Hungerford Drive, Room 149, Rockville, MD 20850 | Work Phone: 301-279-3660 / 301-517-5099 | Fax: 301-279-3428

- Contact
- Nondiscrimination
- Resolution on Political Intervention
- Montgomery County Public Schools

Montgomery County Public Schools Educational Foundation, Inc.

MONTGOMERY COUNTY PUBLIC SCHOOLS
Educational Foundation, Inc.

- Home
- About Us
  - Board of Directors
  - Newsletter
- Donate
- Grants
  - Technology Grants
  - Small Grants
- Scholarships
  - MCPS Educational Foundation Scholarships
  - Maryland Legislative Scholarships
  - Dr. Brenda Hammond Scholarship
  - Kenneth Logan Memorial Scholarship
  - How to Apply
- Supporters
- Media
- Contact Us

Technology Grants

A Technology Project Supporting Success for Every Student by Making School Computers Available to Families After School Hours

Innovative after-school technology programs are supported through the Foundation funds. These grants provide the opportunity to open school computer labs in the evenings so students can do their homework, bring their parents to show them what they are doing, and orient parents to computers in the classroom. Grants are awarded only to MCPS school programs.

How to Apply for an Extended Technology Hours Grant

Download Application

Application Guidelines

Individual schools may apply to the Montgomery County Public Schools (MCPS) Educational Foundation, Inc., for funds to open computer labs and/or research and learning hubs to students and their parents/guardians one or more evenings a week. Providing after-hours family access to computer-based information and communication will leverage existing equipment, software, and Internet resources for both students and their families.

The Montgomery County PUblic Schools (MCPS) Educational Foundation, Inc. extended technology hours grant applications are available on our Website. For your convenience, the online application is interactive. It must be downloaded, typed, and printed for submission. Completed applications will be judged using the following guidelines:

I. Purpose

- To allow students to build on technology skills, research strategies, and curricular content they are learning in school
- To provide opportunities for students to use computers for their school assignments and research projects with help from their parents
- To increase parental involvement in student learning via technology access
- To give parents the opportunity to obtain/improve technology skills by learning from their children

II. Criteria for School Participation

- A minimum of 10 computers, at least five of which have Internet access, to allow at least 10 families to participate
- Printer capability
- A proposed plan that identifies goals and provides for managing the project and achieving its Goals

III. Application Process

Principals who would like to participate should submit a written proposal to the MCPS Educational Foundation. The proposal, on the attached application form, should include:

- School goals for the project
- School staff—and any community volunteers – identified to implement the project
- Plan for inviting families, determining participation, and managing evening hours
- A timeline that includes dates and hours of family participation for the year
- A budget with a list of specific costs
- Means of evaluating success in reaching the project goals

IV. End-of-Year Reports

If a grant is awarded, a final report will be due at the completion of the activity or not later than June 28 of the grant year. Specific use of funds must be identified. Balance of funds not expended must be returned to the Foundation unless excess funds will be used to continue the project in the new year (an acounting of these funds will be required.) Please complete MCPS form 280-73 or submit a narrative. The final report must include the following information:

- Program's title, school name, and the award recipient's name
- A narrative of your program and outcomes

- Original receipts must be taped onto a white, letter-sized sheet of papter. Write your program title, school name, and award recipient's names on the top of the page

Note: Funds can be used to pay a staff member at $25.00 an hour (budget $27.00 an hour to include employee benefits) to work with students and families and provide help as needed and to pay for miscellaneous costs such as postage for invitations, instructional materials for parents to take home, printed bilingual materials, or paper for certificates of participation. Funds cannot be used for equipment.

Who can apply?

Extended Hours Technology Grants are awarded to MCPS schools and staff.

How do I apply?

An application form must be completed and signed by the school principal. Grant applications and guidelines are sent to schools and in the future will be available on this web site. The application and guidelines provide clear instructions about the process and the due dates of the completed applications.

When can I apply?

The availability of Extended Hours Technology Grants is announced in The Bulletin at the beginning of the school year.

What is the deadline to apply?

The deadline for FY 2013 Extended Hours Technology Grants is September 26, 2012. Awards to be made by October 25, 2012.

The application should be submitted to:

MCPS Educational Foundation
c/o the Office of the Chief Operating Officer
Room 149
Carver Educational Services Center (CESC)

- Technology Grants
- Funded Projects
- Small Grants
- Funded Projects
-

Case Study: Parent Technology Outreach Program Grant

Weller Road Elementary School
2006-07 Extended Hours Technology Grant

The program was designed to give parents of Weller Road students a chance to learn basic computer skills that would be needed for everyday use. Many of the parents came to the class with very little computer

experience or none at all. Each of the "students" had a chance to work at their ability level to learn programs such as Word, Excel, Power Point, and Publisher. The students also learned to use the Internet. Learning how to search for information on the Internet will provide the student with the tools needed to help their children with schoolwork.

There were two sessions to this course. In the first session while students were taught to use the Internet and E-mail. Child care and a Spanish speaking translator were available to the parents which made the class much more available to the parents at each session. The class sizes ranged from 8-15 parents per class.

Case Study: Golden Hawks Evening Technology Courses

Roberto Clemente Middle School
2004-2005 Extended Hours Technology Grant

Many students, parents and community members do not have the ability to access current technology or use available technology due to a lack of technological literacy and financial difficulties.

The goal of this program is to provide knowledgeable, willing instructors with experience teaching students and adults in areas such as Basic Computer Literacy, Microsoft Office for the Not so Expert, Basic Web Page Design, Basic On-Line Research Skills, E-Learning 101, Evening Research and Learning Hub, Creating Electronic Portfolios, Teaching & Learning Math Using Technology and more!

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- Contact
- Nondiscrimination
- Resolution on Political Intervention
- Montgomery County Public Schools

Small Grants

Funded Projects

2012-2013

School	Teacher	Program	Amount
Argyle MS	Mr. Chad Beswich and Mr. Peter Tozzi	Adding Up Steps for Success	$485
Autism Unit	Ms. Tina Garland	Sensory Integration Materials	$980
Autism Unit	Ms. Lisa Grant	Sensory Integration Materials	$1,000
Autism Unit	Ms. Susan Mason	Autism Unit	$1,000
Lucy V. Barnsley ES	Ms. Patricia C. Bush	Go-Cart Elmo	$1,000
Bells Mill ES	Ms. Debra Taylor	Best Buddies Learn Tolerance & Inclusion Creating Mosaic	$500
Cabin John MS	Ms. Kara E. Farrell	School Community Based Program	$2,000
Roberto Clemente MS	Ms. Sherry Trahan	School Community Based and LFI	$915
Clopper Mill ES	Ms. Mary Beth Lewis	Money Math for Independence	$946
Clopper Mill ES	Ms. Mary Beth Lewis	Learning Independent Work Skills	$857
Clopper Mill ES	Ms. Krystle M. Manzano	Autism Spectrum Disorders Program	$934
Dr. Charles R. Drew ES	Ms. Susan H. Pickel	Lego After School CLub	$690
East Silver Spring ES	Ms. Christine M. Robinson	Yoga Class 'Yogi Doo'	$948
Thomas Edison HS of Technology	Ms. Teresa Marie Smith	Restaurant Management	$1,000
Flower Valley ES	Ms. Concetta R. Goodrich	Interactive, Accessible Video Instruction - K–5	$990
Flower Valley ES	Ms. Kathryn A. Kvarda	Interactive, Accessible Video Instruction for Special Classes	$960
Flower Valley ES	Ms. Joslyn Steward, Ms. Margaret Broe, Ms. Grace Consacro, Ms. Anne Hauprich, and Ms. Jane Smith	Specialized Earphones for MCPS Testing	$900
Gaithersburg ES	Ms. Susan B. Knutson and Ms. Patricia Kennedy	GES Students Taking Shape in Fusion	$773
TOTAL			$40,784

School	Teacher	Program	Amount
Germantown ES	Ms. Dana E. Walker	PEP Comprehensive	$642
William B. Gibbs, Jr. ES	Mrs. Traci A. Blumberg	Fast Track Reading Comprehension Program	$1,000
Glenallan ES	Ms. Michele Grasso and Ms. Chrissy Graham	Access for US Boardmarker Plus	$345
Greenwood ES	Ms. Susan V. Newman	Architectural Towers	$837
John F. Kennedy HS	Ms. Arlene R. Carbone-Brown	Learning for Independence/School-Community Based Program	$1,000
Stephen Knolls School	Ms. Lucy J. Nolan	Accessing the Promethean Board	$1,000
Col. E. Brooke Lee MS	Ms. Margaret Rudt	School Beautification Project	$500
Col. E. Brooke Lee MS	Mrs. Angela G. Ventura	PALA Book Club-Padres y Alumnos Latinos en Accion	$774
Lakelands Park MS	Ms. Lenore J. Hoover	World Textiles: Mosaic Residency with Arturo Ho	$1,000
Longview School	Ms. Annette Phillips	Multi-Sensory Initiative (MSI)	$1,000
Col. Zadok Magruder HS	Ms. Carol L. Gregory	Inquiry with Solar Cells and Nanotechnology	$800
Maryvale ES	Mrs. Virginia E. McDonagh	Comprehensive Autism Preschool Program	$1,000
MCITP-Down County, Sligo MS	Ms. Tara A. Carpenter and Ms. Sharon Galitzer	Dream Team	$674
MCITP-East County	Ms. Jamie C. Hecox	Sensory Materials Trial Toolbox	$996
MCITP-Emory Grove Center	Dr. Christine Ceely and Mrs. C. Montgomery	Multi-lingual education text supplies	$1,000
MCITP-Emory Grove Center	Ms. Judith L. Spalding	Libros, Libros y Mas Libros	$955
MCITP-Emory Grove Center	Ms. Jennifer L. Kalisz and Ms. Tara Lewerenz	Sensory Fun for Infants and Toddlers	$1,000
MCITP-Neelsville Site	Ms. Rachel Henry and Ms. Lisa Glines	MCITP	$790
Mill Creek Towne ES	Mr. Eric Celarier	Andre Morellet Probability and Measuring Exercise	$242
Oak View ES	Ms. Sandra L. Eicheler	Percussion Discussion	$186
Pine Crest ES	Ms. Tikia Ballard	S.T.E.M. Canbe Fun!!!	$930
Redland MS	Ms. Michelle Lugo	First Lego Robotics League	$771
RICA Regional Institute for Children and Adolescents	Ms. Michellege Schultze	Study Carrels for Achievement	$1,057
TOTAL			$40,784

School	Teacher	Program	Amount
RICA Regional Institute for Children and Adolescents	Ms. Annie Sibley	Sensory Integration Equipment Phase II	626
Rockville HS	Mr. Gregg M. Gochnour	School Beautification	900
Rocky Hill MS	Ms. Jessica L. Price and Ms. Lisa Sessa	The Power of Multi-Model Teaching with At-Risk Youth	$975
Flora M. Singer ES	Ms. Sheri M. Fogle	Behavior Clinic	$937
Julius West MS	Mrs. Robin H. Mesard	TECKids	$285
Westover ES	Ms. Carly E, Hockenberry	Elementary Autism Program	$924
Earale B. Wood MS	Ms. Susan C. Gross	Science Department	$600
TOTAL			$40,784

back to top

2011-2012

School	Teacher	Program	Amount
Autism Unit	Ms. Stacy Ellis	Laureate Special Needs Software	$568
Autism Unit	Ms. Tina Garland	Sensory Integration Materials	$905.58
Autism Unit	Ms. Kristin Secan	Autism: Strategies A -Z	$1000
Autism Unit	Ms. Kristin Secan	Teaching Students with Autism and Asperger's Syndrome	$1,000
Burnt Mills ES	Mrs. Glenis Quimby	Strategies To Assist Reading (STAR)	$1,000
Cabin John MS	Mrs. Kara E. Farrell	School Community Based Program	$1,698
Roberto Clemente MS	Mrs. Sherry E. Trahan	Partnership Fund	$999
Clopper Mill ES	Ms. Jennifer D. Wilhelm/OTR/L	Occupational Therapy/Autism Program	$786.92
Clopper Mill ES	Mrs. Amy L. Witherly	Autism	$627
Division of Accelerated and Enriched Instruction	Mrs. Mary Cay Ricci	We Can Make our Brain's Grow!	$555
Eastern MS	Mr. Sandford Robeck	Circle of Courage -Generosity	$600
Thomas Edision HS of Technology	Mr. Teresa Marie Smith	Restaurant Management/Academy of Hospitality	$1,000
Fairland ES	Ms. Kristin Schroeder	Behavior Clinic	$989.70
Gaithersburg ES	Ms. Angela C. Henderson	K'nex to STEM Instruction	$751.60
Georgian Forest ES	Mr. Matthew Wells	Digi Block Resource Library	$264
Greenwood ES	Mrs. Susan V. Newman	Settlers and Ancient Mosaics	$833.06
Stephen Knolls School	Miss Arlene Arthur and Mrs. Lucy Nolan	Our Students Have A Voice	$1,058.40
48 Grants Funded			$45,017

School	Teacher	Program	Amount
Longview School	Mrs. Kristina Hawkins	Switch Click	$442
Col. Zadok Magruder HS	Mrs. Donna S. Considine	MBGR Project/Cloning Analysis of Duckweed	$1,000
Montgomery County Infant and Toddlers Program-- Emory Grove	Ms. Tara Lewerenz	Oral Motor TOols for the Infants and Toddlers Program	$1,000
Montgomery County Infant and Toddlers Program-- Emory Grove	Ms. Amy Pegram	Parent Coaching: Play, Communication, Mobility	$1,000
Montgomery County Infant and Toddlers Program-- Upcounty	Ms. Lisa Glines, Ms. Jill Roach, and Ms. Rachel Henry	Upcounty/Neelsville Site	$925.57
Montgomery County Infant and Toddlers Program-- Upcounty	Ms. Lauren Mangrum	Infant and Toddlers Program	$1,000
Montgomery Blair HS	Ms. Kathleen C. Robens	Connecting with Statistics	$1,000
Regional Institute of Children and Adolescents (RICA)	Ms. Annie M. Silbey	Sensroy Integration Equipment	$898.96
Regional Institute of Children and Adolescents (RICA)	Mrs. Michelle Schultze	Non-Violent Crisis Prevention	$1,088.96
Regional Institutes of Children and Adolscents (RICA)	Mrs. Michelle Schultze	Stand Up Desks	983.20
Rock View ES	Ms. Kristen Schroeder	Behavior Clinic	$985.57
Springbrook HS	Ms. Monica Lee	Audio Books Reading Program	$1,000
Julius West Middle School	Mr. Geoffrey W. Prin	Books for Ballers - Boys Book Club	$996.19
Westover ES	Ms. Carly Hockenberry	Autism Program	$561.63
Westover ES	Ms. Jessica L. Jordan	Autism Program	$912.50
Whetstone ES	Ms. Gretchen M. Ndousse-Fetter	Robotics Club	$879
48 Grants Funded			$45,017

Technology Grants

Funded Projects

2012-2013

School	Teacher	Project Name	Amount
Broad Acres ES	Ms. Elmira Young	Extended Technology School Program	$2,649
Albert Einstein HS	Ms. Alka Sharma	Community Computer Workshops	$1,280
Albert Einstein HS	Ms. Stephanie Waller	Pathway to College	$1,388
Gaithersburg ES	Ms. Laura McCutcheon	Community Computer Time	$3,033
Gaithersburg HS	Mr. Robert Harper, Jr.	GHS Computer Connections	$2,997
Gaithersburg MS	Ms. Lola Rogers	Linking the Computers to your Lifwe	$2,377
Seneca Valley HS	Mr. Jeffrey Baker	Computer Access for Everyone (C.A.F.E.)	$1,944
Sligo MS	Mr. Sascha Simkanich	Extended Technology HOurs	$2,665
TOTAL			$18,333

back to top

2011-2012

School	Teacher	Project Name	Amount
Argyle MS	Ms. Sundra Mann	Argyle's Technology Access Evening	$3,000
Benjamin Banneker MS	Mr. Ollie Hardy	Computer Advancement Program	$1,700
Gaithersburg ES	Ms. Laura McCutcheon	Technology Hours	$3,000
Gaithersburg HS	Mr. Rob Harper	CGHS Computer Connections	$2,997
Col. E. Brooke Lee MS	Ms. Jacqueline Atkinson	Digital Literacy for Hispanic Parents	$846
Montgomery Blair HS	Mr. Jacob Scott	HAS/AP Boot Camps	$2,286
Seneca Valley HS	Mr. Jeffrey Baker	C.A.F.E. (Computer Access for Everyone)	$2,430
Earle B. Wood MS	Michelle Hunsicker-Blair	After School Tech and Parent Smart Academy	$2,997
TOTAL			$19,256